



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: August 7, 2018

HSS 18 024

Administrative Fair Hearing Officer

for

The Division of Management Services

Date Due: August 31, 2018

By 11:00 a.m. Local Time

ADDENDUM # 3  
Divisional Requirements

**PLEASE NOTE:** The attached page replaces the Divisional Requirements for The Division of Health Care Quality. The following sheet hereby become part of the above mentioned RFP.

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Kimberly Jones  
Procurement Administrator

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Terrell Copeland  
Purchasing Coordinator II

## **THE DIVISION OF HEALTH CARE QUALITY**

The Contractor must serve as an administrative hearing officer for the Division of Health Care Quality with the following tasks and objectives:

- 1) Preside over all administrative hearings related to the Division upon request. Including, but not limited to:
  - License suspension and license denial
  - Adult Abuse Registry
  - Second level appeals of Federal citations (IIDR)
  - Resident discharge appeals
  - Appeals of Civil Money Penalties levied by the Division
  - Appeals of suspensions or revocations of certification(s) of Certified Nursing Assistant(s).
- 2) Review all written and oral testimony.
- 3) Render written findings to the parties within thirty (30) calendar days after the administrative hearing and receipt of any post-hearing submissions. Failure to submit the written decision/disposition timely will result in a late fee of \$50.00 being assessed and deducted from the invoice for that hearing.
- 4) Attend training or meetings upon request.
- 5) The Contractor must maintain a significant level of familiarity with the State and Federal laws and regulations for facilities and agencies licensed by the Division.
- 6) The Contractor and the Division will agree on the Contractors availability for hearings and the Division will schedule accordingly and may schedule hearings in all three counties.